



# CERTIFICATE OF RECORDS DESTRUCTION

(Form RM-3 May 2007)

This form documents the destruction of public records in accordance with the *Virginia Public Records Act*, § 42.1-76 through 42.1-91 of the *Code of Virginia*.

1. Agency / Locality		2. Division / Department / Section			
3. Person Completing Form		4. Address		5. Telephone Number & Extension	
6. Records to Be Destroyed					
a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method

**DESTRUCTION APPROVALS**

*NOTE: Public records may not be destroyed without receiving prior approval from your agency or locality Records Officer.*

We certify that the records listed above have been retained for the scheduled retention period, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

**7. Approving  
 Official (Print)**

Signature

Date

**8. Designated Records  
 Officer (Print)**

Signature

Date

**9. Records  
 Destroyed By (Print)**

Signature

Date